
University of Iowa

University Human Resources

Professional & Scientific Job Classifications

Compensation and Classification

JOB FUNCTION: Research (PR)

Promote the University's research mission by supporting scientific, scholarly and creative activities through scientific inquiry, open discovery, dissemination of new knowledge, administering programs, procedures and policies to assure compliance and to advance research, technology commercialization, or economic development.

Job Family: Core Facility Research (PRW)

Provide specialized services and consultation to researchers/investigators in a core research facility to facilitate highly technical and specialized scientific research. Core facilities provide cost-effective, on-site equipment and materials. This job family was last reviewed on 7/25/2011.

[Previous Job Family](#)[Back to Index](#)[Next Job Family](#)

CORE FACILITY RESEARCH ASSISTANT - (PRW1)

Level 3A

Key Areas of Responsibility

Specialized Services/ Application of Research Protocols: Perform the standard operating procedures required to execute the services provided by a core research facility. Perform research activities based upon protocols developed by Core Directors or other core staff. Work with other core facility staff or facility director in using the core facility's specialized equipment or services. Assist with collecting and disseminating data by operating the facility's instrumentation, equipment, performing specialized services for researchers and assist with performing complex procedures and techniques. Operate facility instrumentation or equipment, evaluate data quality, and document results. As individual skills develop, may propose modifications to protocols and/or assist in the design of experiment protocols based on specialized knowledge and expertise.

Literature Review/ Data Analysis: Read and review articles as directed by senior staff or the director for the purposes of improving the quality of the service. Assist in performing data analysis for researchers using specialized data analysis software in a form useful for further statistical analysis or publication. May assist in interpreting experimental data.

Educate, Train and Consult: Assist in providing education, training, and consultation to core facility users on highly specialized equipment or technology. May assist in providing advice and guidance in either self-service or full-service core facility.

Facilities, Equipment and Information Management: Assist in the preparation, calibration and maintenance of core lab and specialized core facility equipment.

Administrative and Financial Responsibility for Fee for Service Operation: Maintain clear and accurate documentation of the protocols, instrumentation logs, and/or data collected by the core. Initiate purchases of supplies and inventory for facility. May assist with the administrative duties necessary for a fee-for-service facility operation such as collecting and/or entering facility billing data. Adhere to safety and compliance guidelines.

Human Resources/ Supervision: May train, provide direction, assignments, feedback of employees to assure outcomes are achieved.

CORE FACILITY RESEARCH PROFESSIONAL - (PRW2)

Level 4A

Key Areas of Responsibility

Specialized Services/ Application of Research Protocols: Work closely with researchers/investigators in conducting and/or developing highly technical and specialized scientific research procedures, experiments, simulations using the core facility's specialized equipment or services. Acquire data by operating the facility's instrumentation, equipment, or perform specialized service for researchers and perform complex procedures and techniques. Perform research tasks or data analysis consistent with the facility's protocols. Operate facility instrumentation or equipment and interpret and document results. Assure fidelity to research protocols. May propose modifications to protocols and/or assist in the design of experiment protocols based on specialized knowledge and expertise. Perform daily activities to prepare for experimental protocols and facility operation.

Literature Review/ Data Analysis: Critically review literature as directed for the purposes of furthering the research. Assist in generating, collecting, and analyzing data. Develop new data analysis techniques or methodology. Interpret experimental data. Perform data analysis for researchers using specialized data analysis software in a form useful for further statistical analysis or publication.

Educate, Train and Consult: Provide education, training and consultation to core facility users on highly specialized equipment, scientific research or technology. Provide advice and guidance in either a self-service or full service core facility. May, review methods sections of research papers related to core facility's specialty that will be submitted for publication.

Facilities, Equipment and Information Management: Assist with and/or coordinate and manage equipment and facilities with users. Service, calibrate, and check equipment for proper function. Test new equipment to determine if it meets specifications. Assist with performing periodic preventative maintenance on facility instrumentation. Troubleshoot equipment failures and arrange for or help with repairs. Provide input on new instrument purchases. Remain current on emerging techniques, software programs, and instrumentation in field of expertise. Provide technical support in specialized area of research. May assist with maintenance of the facility computer systems and specialized instrument control and analysis software, facility data server, and /or researcher's data server accounts, data backup and

archiving, and online reservation system and/or researcher's reservation accounts.

Administrative and Financial Responsibility for Fee for Service Operation: Assist with the administrative duties necessary for a fee-for-service facility operation. Review facility billing data for accuracy and submit to manager/director for approval. Initiate purchases of equipment, supplies, inventory, etc. for faculty. Analyze facility use data for reports. Adhere to safety and compliance guidelines.

Human Resources/ Supervision: May participate in hiring staff and managing staff performance to assure staff is compliant with UI policies and procedures.

CORE FACILITY RESEARCH SPECIALIST - (PRW3) Level 5A

Key Areas of Responsibility

Specialized Services/ Application of Research Protocols: Perform procedures, experiments, simulations, or investigations using the facility's specialized equipment or services consistent with the facility's protocols. Acquire data by operating the facility's instrumentation, equipment, or perform specialized service for researchers and perform complex procedures and techniques. Consult with investigators about experiment design and recommend improvements. Create, update, or make improvements to current protocols. Perform daily activities to prepare for experimental protocols and facility operation.

Literature Review/ Data Analysis: Investigate and perform critical analysis of current literature. Perform advanced data analysis for researchers using specialized data analysis software in a form useful for further statistical analysis or publication.

Educate, Train and Consult: Provide advanced education, training and consultation to core facility users and staff on highly specialized equipment, scientific research or technology. Provide advice and guidance in either a self-service or full service core facility. At the request of investigators, review methods sections of research papers related to core facility's specialty that will be submitted for publication.

Facilities, Equipment and Information Management: Coordinate and manage equipment and facilities with users. Service, calibrate, and check equipment for proper function. Perform periodic preventative maintenance on facility instrumentation. Troubleshoot equipment failures, procure repair parts, implement repairs, supervise field service and core facility engineers, and test equipment for proper function after repairs. Provide technical support by trouble shooting, repairing, and testing of specialized facility equipment, computer systems and support equipment. Is responsible for maintaining the facility computer systems and specialized instrument control and analysis software, facility data server, and/or researcher's data server accounts, data backup and archiving, and online reservation system and/or researcher's reservation accounts. Remain current on emerging techniques, software programs, and instrumentation in field of expertise. May develop new data analysis techniques or methodology. May evaluate, recommend, and implement upgrade paths for new specialized computer systems and software.

Administrative and Financial Responsibility for Fee for Service Operation: Perform administrative duties necessary for a fee-for-service facility operation. Collect and analyze variables to determine appropriate service charges. Analyze facility use data for reports and make recommendations. Review and/or recommend specifications for new equipment or

renovation projects. Adhere and contribute to facility safety and procedure policy. May be designated Safety Coordinator for facility.

Human Resources/ Supervision: Supervise core facility staff. Participate in hiring staff and managing staff performance to assure staff is compliant with UI policies and procedures.

CORE FACILITY RESEARCH MANAGER/ DIRECTOR - (PRW4) Level 6A

Key Areas of Responsibility

Specialized Services/ Application of Research Protocols: Provide scientific, technical, and administrative leadership and expertise in the operations of a core research facility. Provide technical support for researchers in a specialized area of research. Oversee the development of or perform experiments, simulations, or theoretical investigations. Independently develop new experimental methods in support of the facility strategic plan or to advance research activities.

Literature Review/ Data Analysis: Oversee and/or participate in the investigation and critical analysis of literature. Develop new data analysis techniques or methodology.

Educate, Train and Consult: Oversee the education, training and consultation to core facility users on highly specialized equipment, scientific research or technology. May present educational courses or seminars on field of expertise. Provide advice and guidance in either a self-service or full service core facility. At the request of investigators, review methods sections of research papers related to core facility's specialty that will be submitted for publication.

Facilities, Equipment and Information Management: Supervise installation of new equipment. Test new equipment to determine if it meets specifications before dispersing funds. Troubleshoot equipment failures, procure repair parts, implement repairs, supervise field service engineers and facility staff, and test equipment for proper function after repairs. Determine specifications for upgrading or purchasing new instruments and equipment or providing new specialized services. Develop and implement maintenance schedules, procedures, and techniques. Perform or supervise preventive maintenance on instrumentation and equipment. Remain current on emerging techniques, software programs, and instrumentation in field of expertise. Assist department of facilities management in specifying, implementing, and supervising facility modifications or upgrades. Assure facility and equipment complies with safety regulations and University Environmental Health and Safety department standards. Develop and manage operational systems such as billing programs, equipment or facility reservation programs, data servers, and data backup and archiving systems. Responsible for optimization of facilities and equipment. Remain current on emerging techniques, software programs, and instrumentation in field of expertise. Assist department of facilities management in specifying, implementing, and supervising facility modifications or upgrades. Assure facility and equipment complies with safety regulations and University Environmental Health and Safety department standards. Develop and manage operational systems such as billing programs, equipment or facility reservation programs, data servers, and data backup and archiving systems.

Administrative and Financial Responsibility for Fee for Service Operation: Manage facility's operational, fiscal, and HR/staffing activities. Prepare and manage budget expenditures. Perform cost analysis and determine service charges. Set policies on

equipment training for non-staff personnel, instrument usage, and sample preparation/controls. Prepare "state-of-the-facility" reports/presentations for the university, college or external research funding agencies. Develop and manage print and web-based external/internal relations and communications. May write research proposals/grants to secure funding to increase the core facility's research value by obtaining new instrumentation and techniques.

Human Resources/ Supervision: Hire, manage, and evaluate staff. Assure staff is compliant with safety regulations and university policies.

[UI Directory](#)
[UI A-Z Search](#)
[About the University](#)
[Contact the University](#)
[UI Calendars](#)
[UI Maps](#)

© 2014 The University of Iowa